

LANCASTER COUNTY
HUMAN SERVICES ADMINISTRATOR

NATURE OF WORK

This is a highly responsible administrative position involved in the planning, coordination and supervision of the counties human services delivery system. This is an unclassified position.

The Human Services Administration shall serve as the eyes and ears of the public sector, facilitating and advising elected officials, funding sources, and the community at-large in the area of human services and its delivery system. Its purpose shall be to guide the community to respond to the human needs in a collaborative, cost efficient, and expedient manner with available resources; and to assist in generating new resources when necessary.

EXAMPLES OF WORK PERFORMED

Participate in joint planning activities with the United Way, the Community Services Initiative planning and implementation process, and the Joint Budget Committee.

Act as secretary to the City/County Joint Budget Committee during the process of annual applications for City and County funding from private human service agencies.

Participate as assigned on City, County or joint City-County advisory committees, task forces and working groups involved in juvenile justice and human service matters.

Provide staff support to the City Council and County Board in human services matters such as preparation of reports and correspondence, priority setting, and planning activities.

Maintain liaison relationship with regional and state human service officials, and local funders.

Represent County Board, Mayor, or City Council on various committees, Boards and organizations, and participate in the review of legislative proposals to strengthen local delivery of human services.

Consult and arbitrate with public and private human service agency directors as to inter-agency programs, multi-agency coalitions and/or service delivery projects.

Provide staff and direction to the Lincoln Lancaster Justice Council.

Provide technical assistance to agencies in seeking funds; and writes grants when appropriate for related government activities.

Develop concepts involving new programs, program management techniques, or administrative reorganization.

Direct activities of professional, administrative, and clerical staff, consultants and sub-contractors.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of human service agencies and programs, and the juvenile justice system.

Ability to establish and maintain effective working relationships with human service agencies, community leaders and the general public.

Ability to plan and organize the activities of the Human Services Department in its relationship with various human service agencies and City-County government.

Ability to supervise administrative and clerical staff.

Knowledge of current office management practices.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in social science, business or public administration or related field plus experience in area of human services.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in social sciences and business, public administration or any equivalent combination of training and experience which provides the desirable knowledge, skills, and abilities.

Approved by: _____
County Board Chair

Personnel Director

12/2005